Approved For Release 2000/04/11 : CIA-RDP61-00763A000100100200-1

IFD-2709-59

23 April 1959

MEMORANDUM FOR: Chief, Administrative Branch, IFD

SUBJECT : Financial Activities IFD

1. In response to your informal request that advice be furnished as to the Financial activities of IFD in the same form as shown on the attachment, you are advised that the format in the attachment is not in the least indicative of Financial activities and responsibilities in IFD. The format was undoubtedly designed for use in other segments of the organization wherein only partial financial functions are accomplished. There is, however, listed hereunder pertinent factual information which I hope will satisfy the requirement indicated:

a. The controllership of IFD is what one might refer to as complete controllership of an independent Agency performing the functions of budgeting, allocating moneys under suitable allotments, maintaining allotment controls, establishing books of accounts, recording obligations, expenditures, and available balances. Additionally, audit functions are performed for 138 active contracts plus station accountings from four foreign and one domestic field establishments. As you are aware, about the only controller-type functions that you do not direct performance are those involving check writing and preparing payrolls.

b. Our monthly disbursements involve, as previously stated, invoices generating from 138 industrial contracts which results in 254 commercial vouchers each month. Other audit accounting and instructional functions performed are those involved with station accountings and other miscellaneous items totaling 35 each month. Experience shows that an average of 440 travel vouchers are audited and processed each month. The average monthly transfer documents handled is 40, and our receipts are very few. We presently are administering 12 major or sub-projects. The average annual dollar disbursements over each of the past four years reached the figure of [redacted] 25X1A (rounded).

c. The number of Agency and Military employees involved in this undertaking is [redacted] 25X1A In addition to these, as you are aware, we have many supplier-type personnel at each installation receiving the same administrative and financial service as Agency and Military personnel. The servicing of

Approved For Release 2000/04/11 : CIA-RDP61-00763A000100100200-1

SECRET

Approved For Release 2000/04/11 : CIA-RDP61-00763A000100100200-1



supplier-type employees have necessitated your supervision and guidance in the preparation and coordination (with commercial concerns) of many accounting systems and processes which may not be found in any other Government agency or private concern. Having all of these types of employees rendering support for us and receiving services through DFD has necessitated several hundred sheets of Special Approvals concerning departures from Agency regulations as well as a considerable volume of documents giving instructions and guidelines for processing. The number of Financal-type employees currently engaged in the task indicated above are 14 accountants (Headquarters & Field) 5 of whom are currently engaged in certifying officer functions and 2 secretaries.

2. It is believed the above should be responsive to your request. The form which you handed me at the time the questions were raised is attached.

25X1A9a

[redacted]
Comptroller, DFD-HD/P

Attachments: a/s

Dist: 2 - Add
1 - CHALICE file (Fin-DFD)
1 - Reading (Fin-DFD)
1 - Chrono
DNO:vh/DFD-Fin/23 April 1959



Approved For Release 2000/04/11 : CIA-RDP61-00763A000100100200-1

MISSING PAGE
Approved For Release 2000/04/11 : CIA-RDP61-00763A000100100200-1

ORIGINAL DOCUMENT MISSING PAGE(S):

Missing Attachment

Approved For Release 2000/04/11 : CIA-RDP61-00763A000100100200-1